

LETTERHEAD

Date: 3/2/2006
 To: Name of DHS Analyst
 From: Ronald McDonald, LEC Coordinator, Region 14
 Subject: Invoice Percentage Variance and Analysis of Variance (if applicable) Documentation
(Between Current Year Prior Quarter and/or Previous Year Corresponding Quarter)

Claiming Unit: XYZ School District

Invoice #: 04/05-2

Please check the reason for the variance and provide a description for those that have a variance of 20% lesser/greater.

Consecutive Qtrs		Corresponding Qtr of Prior Fiscal Year	
49,588	Prior Qtr Invoice Amount	11,895	Corresponding Qtr Prior Fiscal Year
51,750	Current Qtr Invoice Amount	51,750	Current Qtr Invoice Amount
4.36%	Percentage of Current Qtr Invoice Variance	335.06%	Percentage of Corresponding Fiscal Qtr Variance

CY Consecutive Qtr Variance	PY Corresponding Fiscal Qtr Variance	Variance Analysis
<input type="checkbox"/>	<input type="checkbox"/>	Increase/(decrease) in participants. (Explain) Consecutive Qtr: _____ Fiscal Year Qtr: _____
<input type="checkbox"/>	<input type="checkbox"/>	Time Survey results were materially different. (Explain) Consecutive Qtr: _____ Fiscal Year Qtr: _____
<input type="checkbox"/>	<input type="checkbox"/>	Decrease in other cost pool. (Explain) Consecutive Qtr: _____ Fiscal Year Qtr: _____
<input type="checkbox"/>	<input type="checkbox"/>	Change in Medi-Cal percentage. (Explain) Consecutive Qtr: _____ Fiscal Year Qtr: _____
<input type="checkbox"/>	<input type="checkbox"/>	Difference in the number of Pay Periods (Explain) Consecutive Qtr: _____ Fiscal Year Qtr: _____
<input type="checkbox"/>	<input type="checkbox"/>	Other: (Explain) Consecutive Qtr: The Claiming Unit Other Costs increased from \$23,920 in the 04/05-1st quarter to \$33,458 in the 04/05-2nd quarter. Fiscal Year Qtr: _____

Please contact me if you have any questions or require further information at (530) 555-1111.

 Ronald McDonald
 Region 14, LEC MAA Coordinator

Instructions: This *Variance Document* is required for each invoice submission. Enter reimbursement amount for the Prior Quarter of the Current Year. Enter reimbursement amount for the Corresponding Quarter of the Previous Year. Calculate the percentage of variance, and describe the reasons for variance lesser/greater than 20 percent.